

APPLICATION CHECKLIST

The following items must be included in the Adolescent Family Life Demonstration grant application package submitted to the Office of Adolescent Pregnancy Programs. Items marked with an * appear in the checklist on page 18 of the Application Form OPHS-1, Revised 6/2001; they are included here for guidance in assembling the material in a consistent sequence.

ITEM	YES
* Original copy of a dated application with an original signature (not a duplicated copy) of an official with the authority to commit the applicant organization to the terms and conditions of a grant, if a grant is awarded	
Two additional copies of the application	
Table of contents with identifying sections and numbered pages	
Material assembled in the following recommended order:	
* Application forms	
* Budget justification	
Explanation of the sources of required matching contributions	
Description of fee schedule and schedule of discounts	
Required Assurances signed by the official who signs the application; refer to Title XX legislation, sec. 2006(a)(10-15), 16(A)(B)(C), 17-20, 22(A)(B)(C), 23,24	
* Assurances - Non Construction Programs (Standard Form 424B (7-97), signed by the official who signs the application	
* Certifications regarding 1) Debarment and Suspension, 2) Drug-Free Workplace Requirements, 3) Lobbying, 4) Program Fraud Civil Remedies Act (PFCRA), and 5) Environmental Tobacco Smoke signed by the official who signs the application	
Disclosure of Lobbying Activities, if applicable	
Proof of eligibility to receive a grant (evidence of nonprofit status)	
* Evidence of submission to the SPOC and to the Governor	
Project Narrative in order suggested in Enclosure 4	

Appendices	
	Articles of Incorporation and Mission Statement for private nonprofit organizations
*	Resumes of key staff and/or position descriptions
	Description of how the project will obtain parental consent for services
	Letters of commitment and/or support from other services providers
	Letter of commitment from an evaluator affiliated with a college or university located in the applicant's state
	Table of Contents of proposed curriculum, plus list of any other instructional materials that will be an integral part of the proposed project
	Confirmation of Application Receipt on back cover (Applicant should complete and return with Original Application)